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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 071

Job Vacancy

June 21, 2004

OPEN TO: All Interested Candidates

POSITION: **WAREHOUSEMAN (A60033)**

CLOSING DATE: **Wednesday, July 14, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-2
EFM/NOR - FP Scale = FP-CC

If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Warehouseman position in the Narcotics Affairs Section (NAS).

BASIC FUNCTION OF POSITION

Incumbent works in the NAS warehouse and Customs offices assisting in the storage and shipment of property. Responsible for the daily manual warehouse supply duties; including, physical inventory of receiving and delivering property.

MAJOR DUTIES AND RESPONSIBILITIES

1. Is responsible for receiving and verifying a diversity of incoming shipments; aviation parts, computers, office and household furniture, ammunition, firearms, etc. Opens packing boxes or crates and breaks down pallet loads. Is responsible for the inventory of items received and compares invoices or packing list against purchase orders. Reports discrepancies between the physical inventory and documents received. Responsible for complying all necessary procedures to distribute property. Responsible for the packing and arranging items to export, assuring that items are properly packed and marked according to export and hazardous material regulations. Conducts monthly and annually inventories.

Using forklifts and other warehouse handling equipment, ensures the safety and proper storage of merchandise. Examines warehouse areas to ensure property safety and no fire hazards exist.

2. Maintain and control records and receiving documentation for Warehouse actions. Performs an established double inventory check by reviewing inventory report against a physical inventory. Assembles documents to generate final receiving report. Ensures issue reports are properly signed by users and returned to Supply Clerks.

MINIMUM QUALIFICATIONS

NOTE: Candidates who do not meet these minimum qualifications will not be considered.

- a. Education: Completion of elementary school is required.
- b. Prior Work Experience: Six months of warehouseman experience or related field is required.
- c. Post Entry Training: Formal training on use and safety of warehouse equipment. Fire extinguisher training.
- d. Language Proficiency: Level IV Spanish: Fluent knowledge in the Spanish language. No English is required.
- e. Knowledge: Good working knowledge of general supply and shipping procedures. Basic knowledge use of office equipment.

- f. Skills and Abilities: Ability to operate forklifts, power equipment and warehouse tools. Ability to lift and move heavy objects.

FUNCIONES BASICAS DE LA POSICIÓN

El candidato trabaja en la bodega y en la oficina de aduana de NAS y ayuda en el almacenaje y envío de mercancía. Es responsable del manejo diario de suministros incluyendo el inventario de materiales que se reciben y se entregan.

PRINCIPALES DEBERES Y RESPONSABILIDADES

1. Es responsable de recibir y de verificar una diversidad de envíos entrantes: piezas de aviación, computadoras, muebles de oficina y de vivienda, munición, armas de fuego, etc. Abre las cajas de embalaje o los cajones y analiza cargas de la plataforma. Es responsable del inventario de los artículos recibidos y compara las facturas o la lista del embalaje contra órdenes de compra.

2. Reporta las discrepancias de los informes entre el inventario físico y los documentos recibidos. Es responsable de cumplir con todos los procedimientos necesarios para distribuir los suministros. Es responsable del embalaje y de los artículos para exportar y se asegura de que los artículos estén correctamente empacados y marcados de acuerdo a las regulaciones para exportar materiales peligrosos. Realiza inventarios mensuales y anuales.

Usando montacargas y otros equipos de bodega se asegura de que la mercancía sea almacenada apropiadamente. Examina las áreas de la bodega para prevenir riesgos de incendio.

3. Mantiene y lleva un control de registros de recibo de documentos que sean para acción de la bodega. Realiza un doble chequeo de inventario revisando el reporte de inventario contra el inventario físico. Realiza documentos para generar informes de recepción final. Se asegura de que los informes sean firmados correctamente por los usuarios y devueltos a los encargados de suministros.

REQUISITOS MINIMOS

NOTA: Los candidatos que no reúnan los mínimos requisitos no serán considerados.

a. Educación: Primaria completa.

b. Experiencia: Seis meses de experiencia como almacenista o en un área que se relacione.

- c. Entrenamiento: Entrenamiento formal en el manejo del equipo de seguridad de la bodega. Entrenamiento en el manejo de extinguidores de incendio.
- d. Conocimiento de idiomas: Fluidez en el idioma español (Nivel IV). No se requiere el idioma inglés.
- e. Conocimiento: Buenos conocimientos de manejo de suministros y de procedimientos de envío. Conocimiento del uso básico del mobiliario de oficinas.
- f. Habilidades y capacidades: Capacidad para conducir un montacargas, de carga pesada y herramientas de una bodega. Capacidad de levantar y de mover objetos pesados.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 07/14/04**

DISTRIBUTION: "BB"
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